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**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DPA
1515 S Street, Suite 400
Sacramento, CA 95811 -



Employee Name	Endsley, Debbie
Expense Dates	01/14/10-01/14/10
Total Expense Amount	343.48
Amount Due Employee	15.00
Form ID	TEA000589068

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 01/14	Parking, Auto	15.00	Lost receipt. Provided daily parking sched. of fee

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	126:19	A receipt is required for the Parking, Auto expense on 01/14/10.	

I have reviewed the following documents.

Approved
by: _____

Travel & Expense Account Summary

Employee Name Debbie Endsley
Expense Dates 01/14/10-01/14/10
Report Name Jan. 14 meeting with CAHP

Request Total \$ 343.48
Direct Charge Total - 328.48
Travel Advances - 0.00
Net Due Employee = 15.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CAHP	343.48

NOTE: (d)=Direct Charge

DATE	Thu Jan 14									TOTAL
Parking, Auto	15.00									15.00
Commercial Air Fare (d)	328.48									328.48
TOTALS \$	343.48									343.48

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CAHP	01/14/10	Parking, Auto	15.00	Cash
Regular Travel	CAHP	01/14/10	Commercial Air Fare	328.48	Direct Charge